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| **JOB TITLE** | Head of Adoption – Adopt Coast to Coast Regional Adoption Agency | **DIRECTORATE** | Children and Young People’s Service  |
| **SERVICE** | Children and Young People’s Service | **GRADE** |  |
| **REPORTING TO** | Head of Service Children’s Social Care |
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| **PURPOSE OF JOB** | Lead the Adopt Coast to Coast Regional Adoption Agency (RAA) responsible for the specified adoption services delivered by the agency on behalf of the local authority areas of Cumbria County Council, Durham County Council and Sunderland City Council/Together for Children under the direction of the Governing Board. |
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| **JOB OUTLINE/KEY RESULT AREAS** | **STANDARDS OF PERFORMANCE** |
| **Generic Key Result Areas*** Contribute to the strategic development and delivery of the Adoption services within Adopt Coast to Coast and the three local authorities to meet each of the council’s policy and planning requirements.
* Manage all employees, relevant budgets, and service performance in accordance with procedures and objectives and provide matrix management to relevant managers in the three local authorities
* Contribute to and manage the development, improvement and implementation of the service
* Manage relationships with internal and external partners to support the delivery of efficient and effective services.
* Lead the transformation agenda within the service and participate in partnership arrangements as appropriate.

**Role Specific Key Result Areas*** Lead the strategic development and operational management of services delivered and commissioned by Adopt Coast to Coast
* Work with the local authorities to ensure they each fulfil their statutory, regulatory and national minimum standards requirements in relation to Adoption
* Ensure the continuing cost-effective development of services, ensuring provision is efficient and effective and in accordance with Adopt Coast to Coast’s vision, values and strategy
* Deliver a balanced budget and identify shortfall and/or additional funding which will enhance the performance of Adopt Coast to Coast
* Lead and matrix manage the performance of the leadership team within Adopt Coast to Coast to ensure that all teams deliver consistent, high quality services for children
* Management oversight of complex and high risk work with children
* Work positively with partners to promote a whole system approach to meeting the needs of children, young people and adopter families
* Lead the strategic responsibilities on behalf of the Regional Adoption Agency across the region and ensure consistent strategic approach to service delivery
* Develop multi-agency systems approach, response and monitoring and work with partners to develop services and joint delivery
* Ensure the use of performance management and audit to improve the quality of the service
 | **Generic Standards of Performance*** Ensure health and safety of self and others within workplace;
* Demonstrate leadership qualities and inspire teams to work across the RAA as services are transformed;
* Lead a culture of effective management of resources and budget, applying best value and flexible models of support that reduce costs;
* Respond to queries and calls promptly and professionally;
* Effective communication and engagement;
* Ensure principles of equality and diversity and the RAA values are embraced and underpin all work for employees and service users;
* Appropriate multi-agency working and sharing information.

**MEASURES OF SUCCESS****Generic Measures of Success*** Achieves service objectives
* Achieves Performance Indicators/Targets
* Customer satisfaction
* Meets budgetary requirements
* Delivers year on year service improvements
* Delivers projects to time, cost, and quality

**Role Specific Measures of Success*** Compliance with Adoption regulations and national minimum standards
* Timely placement of children with adoptive families
* Effective adoption support to enhance family relationships and prevent breakdown
* Sufficiency planning and provision
* Effective inter-agency planning
* Service improvement through performance review and inspection
* User and partner satisfaction
* Member satisfaction
* Enhanced participation of young people
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| **QUALIFICATIONS, SKILLS, KNOWLEDGE AND EXPERIENCE REQUIRED FOR POST** | **SERVICE AREA/TECHNICAL COMPETENCIES REQUIRED** | **COMPETENCIES REQUIRED****(Behavioural Indicators – Leader)** |
| Education & Qualifications* Degree in Social Work
* Management Qualification at NVQ Level 5 or equivalent

**Skills*** Lead and managing change.
* Leadership, delegation and team building skills
* High level problem solving, financial control and organisation skills
* Significant political and organisational awareness

Knowledge* National and local agenda for adoption recruitment, placement and support.
* RAA strategic direction, priorities and issues
* Performance management systems and techniques
* Understanding of delivery through partnerships

**Experience*** Extensive experience of working in services for children with acute need
* Extensive knowledge, experience and expertise in adoption work
* Extensive experience of managing teams and budgets
* Extensive experience of working and influencing partners
* Experience of commissioning services and monitoring outcomes to fulfil need
 | Leadership* Analytical thinking - The mental processes of analysis and evaluation.
* Strategic thinking - Balancing today's expectations and requirements with the future opportunities, issues, and concerns that may affect business results tomorrow.
* Developing others - To coach or mentor others to achieve their best.
* Business acumen - The ability to make good business judgements and decisions.

Service/Technical* Performance Management
* Inspection regimes/processes
* Special education needs;
* Knowledge of relevant legislation, national occupational standards, statutory frameworks, good practice and government policy initiatives.
 | **Customer first:** Puts the customer first (internal and external) to provide an excellent service.**Working with others:** Working together to improve how we provide services and supporting each other through change.**Communications:** Conveys information clearly and effectively, in a way which helps people understand.**Personal impact:** Is self-aware, acts pro-actively and takes responsibility for achieving results.**Building our future:** Wanting to be the best and working together to achieve this. Making improvements through being efficient and delivering value for money.**Delivering results:** Continually improving performance and introducing new ideas into the council to achieve results. |
| **DIMENSIONS** |
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